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21 February 1980

MEMORANDUM FOR: Director of Personnel Policy, Planning,
and Management

FROM: [redacted]
Chief, SIS Support Staff

SUBJECT: Requests for Restoration of Annual Leave
Forfeited by SIS Members [redacted]

1. Attached are requests from Mr. Daniel Silver and [redacted] requesting restoration of annual leave forfeited at the end of the 1979 leave year due to application of the 80-hour "use-or-lose" rule. We expect another memorandum on behalf of [redacted] of NFAC who is on TDY in Geneva. Relevant information on these three individuals is as follows: [redacted]

	<u>EOD</u>	<u>SCD</u>	<u>Hours Forfeited</u>
[redacted]			34
Silver, Daniel B.			24
[redacted]			6

2. As you are aware, we anticipated the possibility of such requests. A machine run prepared in November 1979 was inconclusive as it was impossible to determine individual leave planned during the remainder of the year. At our request, the Office of Finance prepared a machine run in February which indicated that 51 SIS officers forfeited leave in 1979 after application of the new SIS leave rules. Most of this group of 51 are long-time employees for whom the new SIS rule worked to their benefit, i.e., they were able to carry forward leave in excess of 80 hours which they otherwise would have forfeited. [redacted]

3. We further scrutinized the list, and with Position Inventory staff assistance, developed a list of seven individuals (including the three claimants) who forfeited annual leave and have service computation dates of 15 years or less. There the relevant information on the four

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individuals not shown in Paragraph 1 is as follows:

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	<u>EOD</u>	<u>SCD</u>	<u>Hours Forfeited</u>
<div style="border: 1px solid black; width: 550px; height: 70px;"></div>			22 32 26 11

To date, none of these individuals have contacted us with questions about their leave forfeiture, nor do we know their end of year leave balances. Perhaps the most significant difference between these four and the three individuals in Paragraph 1 is that all of the four entered on duty prior to 1979. The two claimant requests received to date both emphasized the fact that they entered on duty during 1979 and found it difficult to schedule annual leave during their first year in new jobs. We believe this is a valid factor to be weighed in considering an exception.

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5. Based on the above, we recommend the following:

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a. Approval of the requests for reinstatement of annual leave forfeited in 1979 by (presuming his request is similar to the other two).

b. No further action on the other four cases.

c. Inclusion in a future SIS notice of the fact that several SIS officers who entered on duty with CIA during 1979 were granted an exception to the 80-hour "use-or-lose" rule during their initial year of employment and that similar exceptions would be considered by D/PPPM for similar cases in the future.

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Attachments



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